



## VACANCY ANNOUNCEMENT

Peace Corps North Macedonia is a US government agency and seeks qualified and motivated candidates for the full-time position of:

### **Administrative Assistant**

The Administrative Assistant (AA) reports directly to the Financial Specialist (FS) and serves as a key member of the Finance team with a broad range of financial and administrative responsibilities that support the entire Peace Corps North Macedonia program, including staff as well as Volunteers. The AA serves as the primary contact for information, guidance, and assistance regarding Volunteer administrative policies and procedures and maintains Volunteer records, reports and documentation. The AA is also responsible for processing invoices and Volunteer payments, monthly cell phone bills, and the medical inventory; the AA serves as the organization's Alternate Cashier. Additional support duties are assigned as needed.

#### **Peace Corps Provides:**

- Opportunity to work with a US government agency/international organization
- Opportunity to work as part of a multicultural team
- Professional development opportunities, including participation in international trainings
- A competitive salary/benefits package, including sick leave, annual leave, and supplemental health insurance

**Location:** Skopje, with required travel within North Macedonia

**Salary:** 1,311,870MKD/per year. This is a Full-Time position. *No relocation expenses will be covered.*  
The pay plan is assigned at the time of the conditional offer letter by the HR Office.

**Other:** Preference will be given to candidates who are permanent residents of the host country, or who are Citizens of the host country.

#### **Required Qualifications:**

**Education & Experience:** University degree in Business Administration, Economics, Accounting, Finance, or related financial or administrative field and minimum 3 years professional experience in financial administration,

Or

University degree in any field and minimum 5 years of experience in financial administration.

**Language:** Fluent Macedonian and English (both written and oral).

#### **Knowledge, Skills, and Abilities:**

- Minimum 2 years of professional experience analyzing financial transactions, records, and reports, and/or managing accounting records within the last 5 years;
- Minimum 2 year of experience providing customer service within the last 5 years;
- Excellent interpersonal communication and time management skills;
- Demonstrated experience and fluency with Microsoft Office Suite products (i.e. Word, Excel, PowerPoint);
- Experience working in a cross-cultural setting and as a member of a multicultural team;
- Excellent attention to detail;
- Demonstrated ability to work effectively under pressure of multiple tasks and deadlines;
- Demonstrated experience in preparing and delivering of sessions or trainings related to financial administration and/or policies (online and/or in-person) within the last 5 years.

**Desired Qualifications:**

- Experience working with databases or online financial platforms/systems;
- Experience working in an international organization/NGO/company in financial support/administration;
- Knowledge or experience with human resources support, human resources management or local labor law.

**Security Clearance:** After an offer is made, the selected candidate is required to successfully pass a background investigation conducted by the US Embassy in Skopje.

**Estimated Start Date:** Contingent on successful background investigation and availability of funds.

**How to apply?**

Submit the following to [mkjobs@peacecorps.gov](mailto:mkjobs@peacecorps.gov) and include “AA – First and Last Name” in the Subject line of the email:

1. **Resume:** in English in the required format (go to this [LINK](#) for the required format) that clearly outlines your experience as it relates to the position requirements.
2. **References:** Name and contact information of three references who can directly comment on your skills; references should not be relatives and at least one reference should be a current or former supervisor.
3. **Cover Letter:** No more than 300 words and in English that describes your interest in the position and highlights your expertise and accomplishments relevant to the position. Please include the total word count at the bottom of the letter. Cover letters will only be reviewed for short-listed candidates invited to interview.
4. **Additional:** Clearly state in the body of the email if you are a relative of a current Peace Corps staff member and include their name, as this will assist us with the process. Being a relative does not make an applicant ineligible for the position. A relative is defined as “husband, wife, domestic partner, member of household, father, father-in-law, stepfather, mother, mother-in-law, stepmother, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, brother, brother-in-law, half-brother, sister, sister-in-law, half-sister, uncle, aunt, first cousin, nephew, or niece.”
5. **Do not include** any other items aside from what is described above. For example, do not attach letters of reference or certificates as these documents will not be considered for your application.

**Application deadline:** 11:59 PM on October 13, 2020. Applications submitted after the deadline will not be considered unless the position goes unfilled. Incomplete applications will not be considered. Peace Corps reserves the right to fill one or more positions through this advertisement.

Please note that only short-listed candidates will be contacted.